



COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION
DON NELSON, Chair
RICK WARD, Vice Chair
JOHN COSTA
RON LE DOUX
ANDRAE RANDOLPH

Monday – February 9, 2015

AGENDA

Lori Walsh, Personnel Director
Kellie Craig, Executive Secretary

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

2:00 PM COMMISSION TOUR OF SOUTH PLACER JAIL FACILITIES

MEETING LOCATION:

**Site of
Placer County South Placer Jail
11801 Go For Broke Road
Roseville, California**

MEETING LOCATION:

**Site of
Placer County District Attorney's Office
10810 Justice Center Drive, Suite 240
Dan Gong Conference Room
Roseville, California**

3:30 PM ROLL CALL

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

4:00 PM OPEN SESSION

FLAG SALUTE

- I. **REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1.**
- II. **AGENDA APPROVAL**
- III. **MINUTES OF PREVIOUS MEETING - January 12, 2015**

IV. PUBLIC COMMENT: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

V. OLD BUSINESS - None

VI. NEW BUSINESS

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
- B. Child Support Services – Request for Retroactive Non-Competitive Promotion.
- C. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510(C.) (5.) (c.) for employee(s) assigned to the department(s) of Administrative Services, County Executive Office and Child Support Services.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. **(No action will be taken)**

- A. Provisional appointment - None
- B. Staff reports and correspondence
- C. Commissioner comments

VIII. ADJOURNMENT

Civil Service Commission 2015 Meeting Schedule

March 9, 2015

April 13, 2015

May 11, 2015

June 8, 2015

July 13, 2015

August 10, 2015

September 14, 2015

October 13, 2015 (Tuesday)

November 9, 2015

December 14, 2015


**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Civil Service Commission
From: Lori Walsh, Personnel Director
Date: February 9, 2015
Subject: Review of Merit Increases for Eligible Classified County Employees

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Subdivision (b) (1) of Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated **February 9, 2015** pursuant to Section 3.04.650 of the County Code.

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Civil Service Commission
From: Lori Walsh, Personnel Director
By: Kathy Youngs, Personnel Analyst II 
Date: February 9, 2015
Subject: Request for Retroactive Noncompetitive Promotion – Department of Child Support Services

The Department of Child Support Services is requesting a retroactive non-competitive promotion for David Rutz to the classification of Child Support Attorney IV, effective October 18, 2014.

It is the practice of the Personnel Department to input payroll transactions for non-competitive promotions to be effective in the pay period in which the paperwork is received, not to the retroactive date requested on the personnel action form.

On December 17, 2014 the Personnel Department received a personnel action form from the Department of Child Support Services requesting to non-competitively promote Mr. Rutz from the classification of Child Support Attorney III to the classification of Child Support Attorney IV with a retroactive effective date of October 18, 2014.

cc: Troy Held, Director of Child Support Services
Tami Uhler, Assistant Director of Child Support Services
Chuck Thiel, Placer Public Employees Organization

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Civil Service Commission

Through: Lori Walsh, Personnel Director

From: Kellie Craig, Executive Secretary

Date: February 9, 2015

Subject: Work-Out-of-Class Pay

We have received the following departmental request(s) for work-out-of-class pay extensions. Listed below are the department(s), employee name(s), and time period(s) requested. The Personnel Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve additional extension(s) as per Placer County Code 3.08.510 C.5.c. Supporting documentation has been attached to this memo.

<u>Department</u>	<u>Employee Name</u>	<u>Dates</u>	<u>Approximate</u>
Administrative Services	Victoria Slifer	03/04/15 – 09/04/15	180 days
County Executive Office	Nicole Lopez	02/05/15 – 08/03/15	180 days
Child Support Services	Mandy Rudd	02/17/15 – 08/17/15	180 days
Child Support Services	Marsha White	02/17/15 – 05/29/15	105 days

Recommendation: It is recommended that the Civil Service Commission approve the above work-out-of-class pay extension(s) in recognition of the duties being performed.

cc: Jerry Gamez – Administrative Services
Maryellen Peters – County Executive Office
Troy Held – Child Support Services

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF ADMINISTRATIVE SERVICES**

TO: Lori Walsh, Personnel Director
FROM: Jerry Gamez, Director of Administrative Services
DATE: January 21, 2015
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name:	Victoria (Kane) Slifer
Current Classification:	Administrative Technician
WOC Classification:	Information Technology Technician I
Initial WOC Effective Date:	September 10, 2013, PP7 FY13/14
Requested Extension Effective Date:	March 4, 2015, PP19 FY14/15
Approximate Number of Days:	180
Approximate End Date:	September 4, 2015, PP6 FY15/16

REASON FOR WOC REQUEST

- | | | |
|---|---|---|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project | <input checked="" type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement | <input type="checkbox"/> No Request to Fill Vacancy | <input type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave |

BACKGROUND

The purpose of this memo is to request approval to extend the assignment for Victoria Slifer to continue to work in an out-of-class capacity as an Information Technology Technician I in the Telecommunications Division within the Administrative Services Department, for a period of up to six months beginning March 4, 2015. The allocation recommendations of the recently performed IT Classification Study recommend that Victoria Slifer's position be reclassified to an Information Technology Technician I. Until the time that the study is adopted by the Commission and the Board of Supervisors the department requests a 180 day extension. The work out of class assignment will end once the study is implemented.

During the past 2 years the Telecommunications Division has experienced an increase in workload due to the deployment of new technologies including Voice over IP solutions, Interactive Voice Response systems, and Computer Telephony Integration (CTI) applications. Staffing levels in certain areas are limited to a single individual and our succession planning efforts have identified a need to strengthen our coverage depth in the following areas:

USA (Underground Service Coordination), Cable Contract Coordination, Voicemail System Support, Work Order and Trouble Ticket Facilitator, Telecom Site Core Liaison and Project Management Support for Moves, Adds & Change Requests.

Although Mrs. Slifer possesses many of the skill sets and knowledge to perform these duties, she would be provided limited technical training during this period for duties requiring specialized industry certification to perform. Approving this work out of class assignment for Mrs. Slifer is integral to the daily operations of the Telecommunications Division and the support of our customers.

Mrs. Slifer meets the minimum requirements of an Information Technology Technician I.

RECOMMENDATION

It is therefore recommended that Victoria Slifer, be approved to continue to receive Work Out-of-Class (WOC) pay as an Information Technology Technician I effective March 4, 2015. This WOC assignment will result in an approximate salary increase of 5%.

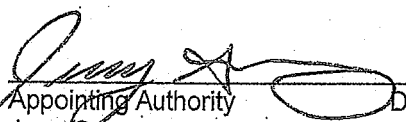
AUTHORITY

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees maybe certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

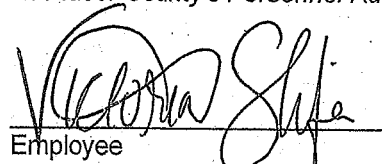
PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.

 1/21/15

Appointing Authority
Jerry Gamez
Director of Administrative Services

 1/21/15

Employee
Victoria Slifer
Administrative Technician

 1/21/15

Supervisor
Eric Stephens
Information Technology Supervisor

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF COUNTY EXECUTIVE OFFICE**

TO: Lori Walsh, Personnel Director
FROM: Holly Heinzen, Chief Assistant County Executive Officer
DATE: January 13, 2015
SUBJECT: Request for Extension of Work Out-of-Class (WOC) Pay

ACTION REQUESTED

Employee's Name: Nicole Lopez
Current Classification: ADA/Leave Coordinator
WOC Classification: Principal Management Analyst
Initial WOC Effective Date: 08/09/2014
Requested Extension Effective Date: 02/05/15 Thru 8/3/15
Approximate Number of Days: 180 Days

Reason for WOC Request:

- | | | |
|--|---|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input checked="" type="checkbox"/> Fill Behind Retirement | <input type="checkbox"/> No Request to Fill Vacancy | <input checked="" type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC > 80-Hours Leave | <input type="checkbox"/> Restart WOC > 80-Hours Leave |

BACKGROUND

This work out-of-class assignment request for Nicole Lopez is necessary to fill behind the retirement of the Principal Management Analyst position in the County Executive Office's Risk Management Division that serves as a resource to the Board of Supervisors, CEO and other management staff related to countywide labor relations.

The Principal Management Analyst position is critical to managing labor relations activities including collective bargaining strategies, goals and objectives in alignment with the County's established initiatives. Currently, Nicole, as an ADA/Leave Coordinator is performing the following core tasks:

- Participating in collective bargaining sessions; presenting information and stating the position of the County during labor negotiations; implementing and training managers and supervisors on approved negotiated provisions; and identifying and tracking proposed updates for future negotiations.
- Drafting contract proposals or counter-proposals for collective bargaining or other labor negotiations.
- Providing policy, program and procedural direction/advice to management on matters related to the administration of labor related contracts and provisions.

- Providing lead department support on labor relations issues; monitoring adherence to labor agreements; updating/clarifying practices to ensure compliance with contracts.
- Planning, overseeing, and monitoring the side table negotiation process.
- Corresponding through written/verbal means related to labor relations activities with union and management regarding collective bargaining agreements and letters of dispute.
- Researching case law or outcomes of previous case law/hearings and regulatory updates that impact labor related areas.
- Overseeing the mediation process and coordinating discussions on labor disputes or contract negotiations.
- Managing and collecting data from various resources and conducting administrative analysis.
- Writing updates to County ordinances both un-codified and codified updates; preparing Board of Supervisor agenda materials including memos and back-up documentation; and monitoring public information notices.

The County Executive Office plans to review the request for recruitment to fill behind this allocated position.

RECOMMENDATION

It is therefore recommended that Nicole Lopez, ADA/Leave Coordinator, be approved for WOC pay as a Principal Management Analyst for the next 180 days. This WOC assignment will result in a minimum increase of 5%. Consistent with the guidelines presented under provisions for work out-of-class section in Chapter 3 of the County code, additional compensation for working out-of-class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out-of-class classification and in no case will exceed the amount the employee would receive if promoted.

AUTHORITY

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees may be certified by the Personnel Department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification
- Evaluation rating periods are not impacted by WOC assignments
- Employee will continue to be eligible for merit increased as outlined in 3.04.650
- Employee will continue to accrue seniority in his/her regular position/classification

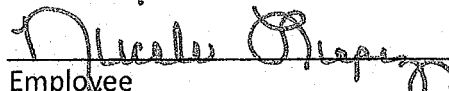
- Employee will continue to receive the benefit package associated with his/her regular position/classification
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes
- The Department must notify the Personnel Department when WOC employee has a leave of absence that exceeds 10 working days since these results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave
- Additional compensation for working out-of-class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process
- Employee is not to begin the work out-of-class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignments, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

I have reviewed and understand the Department and the Employee responsibilities with the requested WOC assignment and understanding the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.



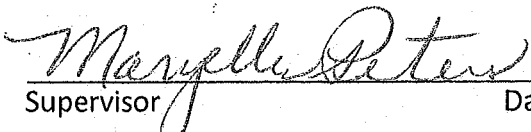
 Appointing Authority
 Holly Heinzen
 Chief Assistant CEO
 County Executive Office

1/30/15
 Date



 Employee
 Nicole Lopez
 ADA/Leave Coordinator

1/13/15
 Date



 Supervisor
 Maryellen Peters
 Deputy CEO
 County Executive Office

1/13/15
 Date

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF CHILD SUPPORT SERVICES**

TO: Lori Walsh, Personnel Director
FROM: Troy Held, Director
DATE: January 13, 2015
SUBJECT: Request for Continuation of Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name:	Mandy Rudd
Current Classification:	Child Support Specialist II
WOC Classification:	Child Support Specialist Senior
Initial WOC Effective Date:	February 22, 2014, Pay Period 18
Requested Extension Effective Date:	February 17, 2015, Pay Period 18
Approximate Number of Days:	180 days/6 months
Approximate End Date (End of pp):	August 17, 2015, Pay Period 5
Reason for WOC Request:	

- | | | |
|---|--|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement | <input checked="" type="checkbox"/> No Request to Fill Vacancy | <input type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave |

BACKGROUND

Our department was previously granted approval to utilize Mandy Rudd, Child Support Specialist II, in the Work Out of Class (WOC) assignment as Child Support Specialist Senior. The previous WOC Child Support Specialist Senior assignment ends on February 16, 2015. The continuation of the Child Support Specialist Senior WOC is being requested to provide the Department with the necessary continuity and workflow for State and Federally mandated Programs. The position continues to be critical to the Program and the Department poses this request as an interim measure until a permanent solution to find the best candidate is determined.

A Child Support Specialist Senior helps with technical and training activities of the Department of Child Support Services to support Federal and State Family Code section 17206 & 17306.45 and CFR 302.39 & 303.20. These duties include developing, recommending, and implementing procedures and policies regarding customer service, training delivery and mentoring of department personnel and interaction with program issues.

Mandy Rudd has successfully assumed the complex performance duties of the Child Support Specialist Senior. She brings over six (6) years of experience as a Child Support Specialist and has proven to be an asset in providing technical expertise required of a Child Support Specialist Senior. Additionally, she has trained and mentored staff in the Child Support Program, the Customer Service Unit, Office 2010, Inter-county Transfers, and the Court Calendar following the goals and vision of the department. She is a certified trainer with the state Department of Child Support Services and has participated in department outreach.

Allowing the WOC for the position of Child Support Specialist Senior will provide an interim solution to filling the current staffing shortage in this critical position. The department believes this WOC solution will be the best provisional resolution to maintain the continuity of the program. This candidate has knowledge of the statewide system, training, and regulatory requirements. The department is seeking an extension to this WOC as there is currently a lack of qualified or interested candidates for a viable recruitment to fill the position permanently.

RECOMMENDATION

It is therefore recommended that Mandy Rudd, Child Support Specialist II, be approved to continue to receive WOC pay as a Child Support Specialist Senior effective February 17, 2015. This WOC assignment will continue the approximate increase of 5 %. Consistent with the guidelines presented under provisions for WOC section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

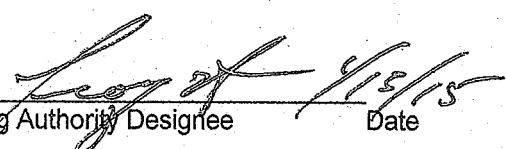
AUTHORITY

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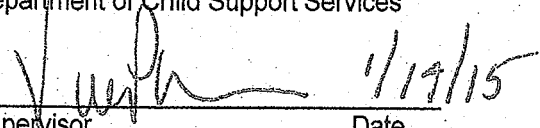
PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
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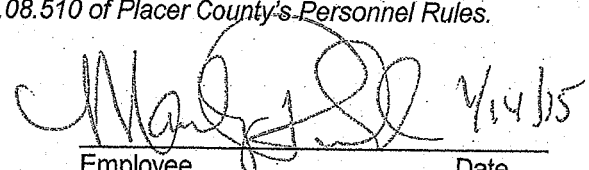
I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.



Appointing Authority Designee Date
Troy Held
Director
Department of Child Support Services



Supervisor Date
Virginia Pinzini
Child Support Supervisor
Department of Child Support Services



Employee Date
Mandy Rudd
Child Support Specialist II

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF CHILD SUPPORT SERVICES**

TO: Lori Walsh, Personnel Director
FROM: Troy Held, Director
DATE: January 13, 2015
SUBJECT: Request for Continuation of Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name:	Marsha White
Current Classification:	Child Support Specialist II
WOC Classification:	Child Support Specialist Senior
Initial WOC Effective Date:	February 22, 2014, Pay Period 18
Requested Extension Effective Date:	February 17, 2015, Pay Period 18
Approximate Number of Days:	105 days/3.5 months
Approximate End Date (End of pp):	May 29, 2015, Pay Period 25
Reason for WOC Request:	

- | | | |
|---|--|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement | <input checked="" type="checkbox"/> No Request to Fill Vacancy | <input type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave |

BACKGROUND

Our department was previously granted approval to utilize Marsha White, Child Support Specialist II, in the Work Out of Class (WOC) assignment as Child Support Specialist Senior. The previous WOC Child Support Specialist Senior assignment ends on February 16, 2015. The continuation of the Child Support Specialist Senior WOC is being requested to provide the Department with the necessary continuity and workflow for State and Federally mandated Programs. The position continues to be critical to the Program and the Department poses this request as an interim measure until a permanent solution to find the best candidate is determined.

A Child Support Specialist Senior helps with technical and training activities of the Department of Child Support Services to support Federal and State Family Code section 17206 & 17306.45 and CFR 302.39 & 303.20. These duties include developing, recommending, and implementing procedures and policies regarding customer service, training delivery and mentoring of department personnel and interaction with program issues.

Marsha White has successfully assumed the complex performance duties of the Child Support Specialist Senior. She brings over twelve (12) years of experience as a Child Support Specialist and has proven to be an asset in providing technical expertise required of a Child Support Specialist Senior. Additionally, she has trained and mentored staff in the Child Support Program and Case Opening following the goals and vision of the department. She has prepared and presented training at all-staff meetings and has participated in several department outreach programs.

Allowing the WOC for the position of Child Support Specialist Senior will provide an interim solution to filling the current staffing shortage in this critical position. The department believes this WOC solution will be the best provisional resolution to maintain the continuity of the program. This candidate has knowledge of the statewide system, training, and regulatory requirements. The department is seeking an extension to this WOC as there is currently a lack of qualified or interested candidates for a viable recruitment to fill the position permanently.

RECOMMENDATION

It is therefore recommended that Marsha White, Child Support Specialist II, be approved to continue to receive WOC pay as a Child Support Specialist Senior effective February 17, 2015. This WOC assignment will continue the approximate increase of 5 %. Consistent with the guidelines presented under provisions for WOC section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

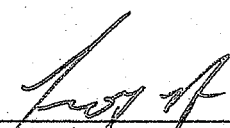
AUTHORITY

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PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
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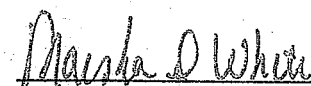
I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.



Appointing Authority Designee
Troy Held
Director
Department of Child Support Services




Date



Employee
Marsha White
Child Support Specialist II



Date



Supervisor
Kristen Mindus
Child Support Supervisor
Department of Child Support Services



Date